



Web Enabled Safety System



WESS

Module 3



Class A/B
Mishap
Notificatio

n



What is a Class A/B Notification?

- **All Class A and Certain Class B¹ Mishaps must be reported within Eight (8) hours of discovery of occurrence:**
 - Class A Mishap – Results in a Fatality or Permanent Total Disability, or damage costs of \$1,000,000 or more or a
 - Class B Mishap – Resulting in the In-patient Hospitalization of 3 or more military or civilian personnel.
- ¹Other Class B mishaps, including Permanent Partial Disability or Property Damage of \$200,000 or more, but less than \$1,000,000, are reportable, but do NOT require Immediate Notification (within 8 hours).
- Immediate notification is essential to allow for required reporting to higher authority and to DOL OSHA, when applicable, and to facilitate the establishment and conduct of an Echelon II mishap investigation.

Making an Initial Mishap Notification

After a successful login, the first WESS User Environment screen is displayed.

In the frame at left, there is a list of actions that the user may perform.

Click on “Class A/B Notification” to post an Initial Report of a Serious Incident.

 **Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

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Your Existing Reports - “User Name”

Drafts		
Delete	Ser#	Date Description
Approval Needed		
Ser# Date Description		
Release Pending		
Ser# Date Description		
Release Action Needed		
Ser# Date Description		

Endorsement Needed

Ser#	Date	Description
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Only Limited Factual Data is Required

The Information Requested in an Initial Class A/B Mishap Notification:

- Mishap Severity - e.g. Fatality, Permanent Total Disability, etc.
- Property Damage Cost - If applicable
- Type of Mishap - e.g. Afloat/Ashore, MV, Recreation, Diving, Ordnance/Weapons, Property Damage, etc.
- Unit Identification Code (UIC/MCC/RUC) of the Reporting Activity.
- Fatality Information - Number(s) of Navy, DoD and/or Non-DoD personnel involved, Duty Station UIC, and Involved Activity Name.



- Event General Information Date Local 24 Hour Time Local

Making an Initial Mishap Notification

On the Initial Notification screen, there are drop down menus for the mishap **Severity** and, if applicable, **Property Damage**. Click on the down arrow and select an appropriate entry.

The **Mishap Type** is noted by Check boxes which are not mutually exclusive. Check all that apply.

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Mishap Data Entry - Initial Notification

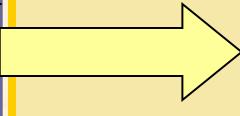
[Help](#)

Select most severe degree of injury/illness of person(s) involved in mishap (on/off duty military; on duty civilian)

Select total cost of property damage, when applicable

Mishap involved (check all that apply)

Aircraft
 Cargo Air Drop
 Diving
 Formal Training
 HRST Techniques
 Motor Vehicle (Private)
 Motor Vehicle (US Govt.)
 Ordnance/Weapons
 Parachuting
 Property Damage (Non US Govt. Owned)
 Property Damage (US Govt. Owned)
 Recreational
 Ship/Sub/Small Craft
 Shore Facility



Enter the Activity Unit Code

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UIC of Reporting Activity

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UIC (Navy) or MCC/RUC (Marine)
NOTE: Enter the Unit Code -- OR -- a complete or partial activity name.
If entering a partial activity name, please read the following search suggestions:
Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)
Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)
Shore - Use root word of activity name (safety, hospital, exchange, base, air station) or activity location
Squadrons - Use "squadron" spelled out followed by a space and a number (SQUADRON 85). To further reduce the number of selections returned, preface with squadron type (FIGHTER SQUADRON, RESCUE SQUADRON, TRANSPORT SQUADRON, LOGISTICS SQUADRON)
If your search results in no activities found, go to **WESS Help** to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number Activity Name

Note: You must make an entry, press search, and then choose your entry. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

NAVAL SAFETY CENTER NORFOLK VA - N63393

Click the Button next to the correct Name or UIC displayed under Select Activity and Click "Next"

To Search for a UIC, enter either the numeric code or Activity name, short title or name fragment.

Click "Search"

WESS will list a selection of corresponding UICs or Names under Select Activity



Enter Fatality Data

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Activities

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Fatality Information

Number of Navy Fatalities *

Number of Other DOD Fatalities *

Number of Non DOD Fatalities *

Involved Activity Name

Victim(s) UIC/RUC/MCC

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Required Fields
are identified
with Asterisks.

Enter the
Number of
Fatalities. If
none, Enter "0".

Also Enter the Involved Activity
Name and the Unit Code of the
Activity to which the Victim(s) is/are
assigned.

Click "Next"



Event General Information

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Event General Information

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Date of mishap * [Select](#) [?](#)

Local military time (e.g., 1530) *

Locally assigned serial number

Location *

One line summary of incident (70-char. limit) *

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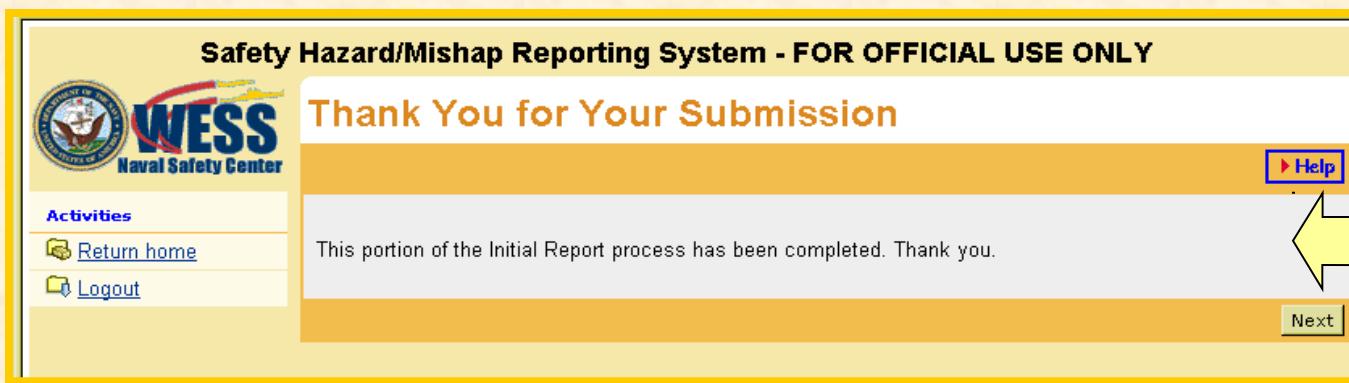
Finally, Enter a Brief Narrative description of the Event. The narrative must be limited to 70 Characters.

The Narrative must NOT contain any privileged information or personal identifiers subject to the Privacy Act.

In the General Information Screen, Enter the Date (directly or by selecting the drop-down calendar), 24 hour Local Time of the Event, A Local Unique Serial Number, if desired, and the Location of the Mishap.



Thank You For Your Submission



A Confirmation Screen will appear indicating that your Initial Notification has been received successfully.

Follow-Up Action

The Notification will be entered into the WELESS database and will automatically update and display in the next Total Daily Summary (TDS) report.

Within 30 Days of the Event, a Completed Safety Investigation Report (SIREP) must also be submitted. Continue on to Module 4 to Create A Mishap Report.

Initial WELESS Notification does not eliminate or substitute for Unit SITREP, OPREP reporting, Personnel Casualty Reports, etc. Initial Notification may also be accomplished by copy to any of these alternative means of reporting.



When applicable, the Reporting Activity must also ensure that any

Creating a Mishap or Hazard Report

To learn How to Create and Enter a Mishap Report, or to
Submit a Completed Follow-up SIREP,

[Continue to Module 4](#)



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